



Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St.Paul MN 55108
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INSPECTION DETAILS FOR:

Houston County Jail

Address: 306 S Marshall Street, PO BOX 106, Caledonia, MN 55921

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Biennial **Inspected By:** Gretta Holder – Detention Facility Inspector **Inspected on:** 10/10/2024

Inspection Method: Facility walk-through, staff and inmate interviews, staff and inmate file reviews, facility documentation reviews, and video footage review.

Officials Present During Inspection: Jail Administrator Rachel Meyer; Sheriff Brian Swedberg

Officials Present for Exit Interview: Jail Administrator Rachel Meyer

Issued Inspection Report to: Chief Deputy Travis Lapham; Jail Administrator Rachel Meyer; Sheriff Brian Swedberg; County Administrator Fred Arnold; Regional Manager Dayna Burmeister

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Concerns	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	126	123	1	2	99.21%	Compliance rating of 100%
2911	Essential	98	97	1	0	98.98%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 12/01/2024 **Ends On:** 11/30/2026 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 11/30/2025
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Houston Sheriff's Department
Special Conditions:

Approved Capacity Details **Operational Capacity is calculated as a percent of Approved Capacity beds.*

Bed Type	Gender	Approved Capacity	Effective Date	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	40	9/1/2016	90	36.00	None.	

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 1****1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.**

A facility shall have a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment; B. an emergency drill policy as follows: (1) at least annual drills at all facility locations; and (2) drills shall be conducted even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency departments to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates.

Inspection Findings:

The facility did not provide documentation that they have a written disaster plan or that they conducted an annual emergency drill.

Corrective Actions:

Facility shall create a disaster plan and schedule an emergency drill. These drills shall also be added to the yearly training plan in order to provide consistent training for staff. Facility shall send documentation that the drill is scheduled and completed by December 31, 2024.

Response Needed By: 11/29/2024**Chapter 2911 - Essential Rules Not In Compliance****Total: 1****1. 2911.3500 VOLUNTEERS.**

When volunteers are used in facility programs, a written policy and procedure shall provide that a staff member is responsible for coordinating the volunteer service program. The policy includes the following elements: A. lines of authority, responsibility, and accountability for the volunteer services; B. a procedure for the screening and selection of volunteers; C. an orientation training program appropriate to the nature of the assignment; D. a requirement that volunteers agree in writing to abide by all facility rules and policies, with emphasis on security and confidentiality of information; and E. a statement that the administrator may discontinue a volunteer activity at any time by written notice.

Inspection Findings:

The facility did not have written/signed documentation per part D., that volunteers agree to abide by all facility rules and policies.

Corrective Actions:

The facility must submit signed documentation from all volunteers. Documentation must be provided to the inspector by December 31, 2024.

Response Needed By: 11/29/2024**Chapter 2911 - Mandatory Rules In Compliance With Concerns****Total: 2****1. 2911.3800 FOOD HANDLING PRACTICES.**

Food service shall be provided according to Minnesota Department of Health rules.

Inspection Findings:

Documentation provided by the facility showed the last Health Inspection was completed on October 2, 2023. The facility was in communication with the Health Inspector and is awaiting their visit.

Corrective Actions:

Communication provided by the facility from the Health Inspector stated their inspections are unannounced and cannot be scheduled. The facility will submit documentation when the inspection is completed.

Response Needed By:**2. 2911.4000 ANNUAL FOOD SERVICE REVIEW.**

A facility's menu content and cycle shall be reviewed at least once annually by a registered dietitian or nutritionist to ensure compliance with part 2911.3900. The review the findings shall be documented and on file.

Inspection Findings:

The facility provided signed documentation from a registered dietitian, however the letter was missing the direct verbiage "compliance with part 2911.3900".

Corrective Actions:

The verbiage was added at the time of the inspections, no further documentation is needed.

Response Needed By:

INSPECTION COMMENTS

The Houston County Jail continues to operate at a high level of compliance and therefore will remain on biennial inspections.

During the inspection, it was recommended that weekly inspections (2911.5500.3, 2011.7200.1 and 2911.7300.4) be conducted on a more consistent basis, and completed every seven days.

JJDPA Compliance

Since the last inspection, Houston County has obtained a 2960 license, therefore JJDPA is no longer applicable.

Report completed By: Gretta Holder – Detention Facility Inspector

Signature:

Gretta Holder